

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

**Senior Officer – Education Assessment Services
(English Language)**

(Ref: EA/07/253)

Duties: The appointee will be responsible for developing and preparing question papers, implementing and ensuring quality assurance for the Territory-wide System Assessment (TSA), managing assessment administration of English Language subject in TSA, as well as conducting seminars and provide training for schools and teachers.

Requirements:

- (a) A Bachelor's Degree in a relevant subject, with a Certificate or Diploma of Education in English Language, or equivalent;
- (b) At least 6 years of relevant work experience, with teaching experience in secondary schools would be an advantage;
- (c) High proficiency in spoken and written English is preferred;
- (d) Familiar with the content and pedagogy of the relevant subject, with knowledge of educational assessment, internet, and related IT applications;
- (e) Good supervisory skills, organizational skills, communication skills and time management skills; and
- (f) Experience in staff supervision and/ or project management would be an advantage.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 8 August 2025

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Manager – Human Resources, by quoting the position applied and reference number via email at eads-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 8 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).